

Pollution Prevention Plan

for

Tully Lake



**US Army Corps
of Engineers**
New England Division

June 1996

POLLUTION PREVENTION PLAN


LOCATION:

TULLY LAKE
ROYALSTON, MASSACHUSETTS

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US Army Corps
of Engineers
New England Division

POLLUTION PREVENTION PLAN

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POLLUTION PREVENTION PLAN

1. INTRODUCTION

a. Background Information. Executive Order (EO) 12856, "Federal Compliance with Right-To-Know Laws and Pollution Prevention Requirements," was signed by the President on 3 August 1993 to challenge the Federal Government to become a leader in pollution prevention, and be a good neighbor by providing local and State authorities with information concerning Federal Government use of toxic and hazardous chemicals and extremely hazardous substances.

The EO extends the coverage of the 1986 law "Emergency Planning and Community Right-to-Know Act" (EPCRA - 40 CFR 372) to Federal facilities. Private industry has been responding to the 1986 law since its inception, and the Federal community is now doing the same.

The requirements of EO 12856, and other related Environmental Executive Orders, were incorporated into a Comprehensive Pollution Prevention Strategy and signed by the Secretary of Defense on 11 August 1994. This strategy is effected across all the Departments, including the Department of Army, and the Corps of Engineers. EO 12856 applies to all Departments of Defense, Department of the Army, and Corps of Engineers facilities within the territory of the United States; in effect, all Corps of Engineers civil works facilities and projects.

The Director of Civil Works issued a statement regarding the Corps policy for pollution prevention on 10 August 1995. He cited the environmental ethic and stewardship which are so much an integral part of the civil works community, and called upon the Corps family to embrace and implement all aspects of the President's EO.

One primary product of the EO is a Pollution Prevention Plan (P2 Plan) for "covered" Corps of Engineers civil works facilities and projects. Initially, projects and facilities reporting under any of the several sections of EPCRA are considered as "covered facilities," and have prepared plans leading to the reduction of pollution for their operations. Eventually, all facilities of any significant size will have a P2 Plan as a framework for pollution prevention and sound environmental practices.

Pollution prevention has as its focus the elimination or modification of activities to achieve a more desirable

environmental end result. Pollution prevention includes any practice which reduces the amount of hazardous substances, pollutants, or contaminants entering the waste stream or otherwise released into the environment, prior to recycling, treatment, or disposal, and any practice which reduces the hazards to public health and the environment associated with the release of such substances, pollutants, or contaminants. The Corps of Engineers early efforts at pollution prevention were sometimes referred to as "waste minimization."

b. Pollution Prevention Strategy for the Corps of Engineers. The Corps of Engineers welcomes the President's vision as expressed in EO 12856 that . . . "Federal facilities will set the example for the rest of the country and become the leader in applying pollution prevention to daily operations, purchasing decisions, and policies" The Corps reaffirms its obligations as a responsible neighbor in communities where our civil works facilities and projects are located. Pollution prevention at Corps facilities will not only reduce the amount of potentially harmful substances that are released, it will provide a safer environment for visitors, contractors, and employees, and a safer environment for communities near Corps facilities. Pollution prevention has the additional benefit of conserving our valuable and finite natural resources, and will prevent costly cleanup of facilities, waters, and lands. Corps participation in community right-to-know efforts will ensure that we are responsive to community needs and that our facilities appreciate their responsibility as part of the community.

The U.S. Environmental Protection Agency (EPA) recommends the following seven step process for pollution prevention.

- Develop Pollution Prevention Goals.
- Obtain Management Commitment.
- Establish a Pollution Prevention Team.
- Develop a Baseline.
- Conduct Pollution Prevention Opportunity Assessments.
- Develop Criteria and Rank Activities/Opportunities.
- Conduct a Management Review.

This document addresses the complete process, with a focus on what management needs to finalize a comprehensive pollution prevention program.

Pollution prevention opportunity assessments lead to identification of techniques and technologies to reduce waste generation. Pollution prevention opportunity assessments are

achieved through in-house efforts, contracts with environmental firms, use of personnel from other Corps offices, with EPA or other regulators, or through combinations of these elements.

2. APPENDICES/DEFINITIONS

Appendices are provided to the project under separate cover.

Definitions of terms and acronyms used in this plan are listed in the Glossary in Appendix M.

3. PURPOSE AND OBJECTIVES

Tully Lake will fully support the Corps of Engineers pollution prevention policy and goals through the following specific objectives. By 1 July 1996, the facility will:

- (a) identify specific waste generating processes and develop a baseline inventory of major categories of wastes produced, and
- (b) prioritize waste problems and/or inefficiencies at this facility.

By 31 December 1996, Tully Lake will develop a strategy using the Pollution Prevention Opportunity Assessments and other technical sources to reduce the use of hazardous materials, minimize production of hazardous and other wastes, and eliminate pollutant emissions to the environment to the maximum extent technologically and economically feasible.

The Tully Lake P2 Plan provides a strategy and list of action items to integrate pollution prevention into all activities and processes. The plan provides a process for development and implementation of a facilitywide, multimedia P2 Plan that will enable this facility to meet all pollution prevention plans and goals. The result will be more efficient operations, and a cleaner and safer working environment.

4. CORPS OF ENGINEERS PHILOSOPHY AND POLICY ON POLLUTION PREVENTION

As previously noted, pollution prevention is a "source reduction" approach to creating a better environment. It reaches beyond the end-of-pipe or end-of-stack solutions to avoid the generation of waste or environmental releases, and stresses the management of all environmental media (air, land, water) together. The Corps subscribes to a hierarchy of options for managing waste. Source reduction is the most desirable, then recycling, treatment, and disposal complete

the hierarchy. These options will be discussed in greater detail in this plan.

Pollution prevention can be achieved through a number of activities: process efficiency improvement, material substitution, inventory control, preventive maintenance, and improved housekeeping. Often these activities will require capital investments to implement. The basic cost of these pollution prevention actions may be significant; however, the savings or cost avoidance over a reasonable investment period due to reduced energy, materials, labor, compliance costs, or environmental consequences, make them cost effective. This "life-cycle" cost estimating is the recommended approach to implementing pollution prevention measures.

5. CORPS OF ENGINEERS GOALS IN POLLUTION PREVENTION

EO 12856 sets a goal of 50 percent reduction of toxic chemicals by 31 December 1999. The goal applies to the agency (Department of Army) in its use of toxic chemicals (facilities covered by section 313 of EPCRA). Tully Lake does not meet the requirements of section 313 (TRI) pollutants and does not report against the 50 percent reduction goal.

New England Division (NED) has set a target of 25 to 50 percent reduction of a river basin's waste stream by 31 December 1999. This goal is the sum total percent reduction at each water control project within the respective river basin. The baseline year for calculating the reduction of a river basin's waste stream is 1994. This year was chosen as a baseline to reflect the pollution prevention measures/waste reduction activities that were carried out prior to issuance of this plan.

Page 6 is a worksheet designed to facilitate tracking the project's waste reduction. Total volume and percent reduction of each waste category should be calculated each year. Percent reduction is calculated using the baseline year (1994). This worksheet allows Tully Lake personnel to track the reduction of certain wastes and observe if they are on target for reaching their waste reduction goals.

Another goal for NED's water control projects is to reduce all hazardous substances/wastes to levels below reportable quantities/limits. The reportable quantities/limits observed shall be the more restrictive of those set by the State or Federal Government.

Also, all chemical/oil storage tanks at each project shall have an approved secondary containment structure. An

approved structure shall follow Federal Regulation 40 CFR 112.7 (see Appendix L) and the Corps of Engineers EM 385-1-1, section 09.B.27(d). Check the SPCCP/SCP for Tully Lake, available at the project, for additional information on secondary containment.

Following is a table summarizing the goals concerning pollution prevention. These goals are also listed in Appendix F, Tully Lake's Pollution Prevention Strategy Sheet, in the event subsequent goals need to be added.

TULLY LAKE'S POLLUTION PREVENTION STRATEGY		
Goal	Established By	Target Date
Contribute to the 25 to 50% reduction of the total waste stream within the Lower Connecticut River Basin.	NED	1999
Reduce all hazardous substances/wastes located at Tully Lake to quantities below reportable quantities/limits that are set by the MA DEP.	NED	1999
Provide approved secondary containment structures for all chemical/oil storage tanks located at Tully Lake.	NED	1999

6. ASSUMPTIONS

- a. This plan is in effect and implemented continuously.
- b. The Lower Connecticut River Basin Manager is responsible for pollution prevention at Tully Lake.

7. PROJECT DESCRIPTION AND LOCATION

Tully Lake is located in the north-central part of Massachusetts, approximately three miles north of Athol, MA (see figure 1, Appendix A, for location map). The dam is located on the East Branch of the Tully River, about 3.9 miles above its junction with the Millers River, and about 23.6 river miles above the confluence of the Millers and Connecticut Rivers. The project lies in the towns of Royalston and Athol, Worcester County, and Orange in Franklin County, MA. Tully Lake was constructed by the Corps and placed in operation in 1949. The project reduces flood levels at downstream communities in conjunction with other

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Tully Lake Waste Reduction Worksheet

<u>Material</u>	1994	1995		1996		1997		1998		1999	
	(Baseline Year) <u>Total Volume</u>	<u>Total Volume</u>	<u>% Reduction</u>	<u>Total Volume</u>	<u>% Reduction</u>	<u>Total Volume</u>	<u>% Reduction</u>	<u>Total Volume</u>	<u>% Reduction</u>	<u>Total Volume</u>	<u>% Reduction</u>
Hazardous Wastes											
Petroleum, Oil, and Lubricants (POLs)	133 gal										
Paints and Allied Products	300 gal										
Chemicals and Solvents	63 gal										
Asbestos	50 cu. ft										
Treated Wood	none										
Equipment/Vehicle Maintenance Wastes	none										
Other	none										
Non-Hazardous Wastes											
Recyclable Wastes	none										
Compostable Wastes	none										
Non-recyclable Wastes	none										
Construction and Demolition	none										
White Metal Goods	none										
Tires	none										
Other	none										

Corps flood control projects in the basin, and aids in reducing flood levels along the Connecticut River. Tully Lake is 1 of 16 flood control projects constructed by the Corps of Engineers in the Connecticut River Basin. A Basin Map is shown in figure 2, Appendix A. The Lower Connecticut River Basin office is located at the Tully Lake project.

The river at Tully Lake flows through a gorge-like section, where the left bank is formed in bedrock, and the right bank in compact glacial till. Adjacent to the river, on the left bank, the rock surface reaches a height of about 50 feet above the streambed. Beneath the right bank the rock surface dips steeply towards the north and east. Deepest rock along the axis of the dam is beneath an overburden 90 feet thick.

A compact and bouldery glacial till occurs on the right side. This is made up of variably graded sediments or mixtures of sand, gravel, and silt. Immediately adjacent to the river on the right side, the overburden contains discontinuous beds of medium sand and gravel. The relatively thin overburden lying on shallow seated rock, on the left side, is made up of a sandy glacial till with numerous boulders and cobbles.

The Tully Lake project consists of a rolled earth dam with a dumped rock shell, a chute spillway with a concrete ogee weir, outlet works, and storage capacity for flood control and recreation. The dam is 1,570 feet in length and has a maximum height of 62 feet above the streambed. The top of the embankment at elevation 684 feet NGVD (National Geodetic Vertical Datum of 1929) provides 10.8 feet of surcharge storage above spillway crest and 5.2 feet of freeboard. The top width of 30 feet accommodates a 20-foot paved highway (Massachusetts Route 32), and the embankment slopes vary from 1V on 2.5H to 1V on 8H. The spillway has a crest elevation of 668 feet NGVD, and is located in a saddle about 800 feet southeast of the left abutment of the dam. The spillway includes an approach channel, discharge channel, and a 255-foot long concrete weir. The spillway approach channel is 600 feet in length, and the chute-type discharge channel is 1,775 feet in length. Flow through the outlet works is controlled by two electronically operated slide gates. General layout of the dam is shown in figure 3, Appendix A.

The reservoir at Tully Lake has a total capacity of 22,000 acre-feet, equivalent to 8.3 inches of runoff from the 50-square mile drainage area. Of this capacity, 20,500 acre-feet (7.7 inches) are for flood control, and 1,500 acre-feet (0.6 inch) for a summer recreation pool. The recreation pool

is maintained at a depth of approximately 16 feet, creating a 300-acre pool. The project lands are comprised of 1,258 acres owned in fee and four acres of flowage easements. A Reservoir Map is shown in figure 4, Appendix A.

8. ROLES AND RESPONSIBILITIES

a. Commander

(1) Exercise overall control of Division facilities, NED personnel, and contractor personnel who manage pollution-generating activities.

(2) Support programs and budgets for personnel, materials, equipment, and training required to implement pollution prevention strategies.

(3) Ensure coordination between various Division elements regarding the compliance of contractors and other pollution prevention partners.

b. Director of Operations

(1) Exercise overall control of NED's flood control facilities, Corps personnel, including those of the contractor, that manage or contribute to pollution generating activities.

(2) Ensure that pollution prevention measures accomplish acceptable reduction levels.

(3) Support programs and budgets for personnel, materials, equipment, and training required to implement pollution prevention strategies.

c. Environmental Compliance Coordinator

(1) Review and approve P2 Plan, revisions, and amendments.

(2) Integrate pollution prevention in the Division's Comprehensive Environmental Stewardship program and oversee field office staff concerning pollution prevention methods.

(3) Coordinate development of pollution prevention opportunity assessments and preparation of field office P2 Plans. Review plans for effectiveness and compliance with environmental regulations. Coordinate review of plans by internal Division elements and those outside NED.

(4) Prioritize funding for pollution prevention activities and equipment.

(5) Prompt periodic reviews and evaluations of P2 Plans to monitor the performance of pollution prevention projects (reviews will be conducted according to the schedule determined most appropriate [ERGO, etc.], or as significant waste stream changes occur). The periodic reviews will include whether more effective prevention and control applications are available for use in the facility's P2 program.

(6) Advise Director of Operations when the P2 Plan is not in compliance with regulatory requirements.

d. Chief, Environmental Engineering and Hydraulics Branch

(1) Supervise production and review of P2 Plan for conformance and compliance with applicable Federal, State, and local regulations.

(2) Execute periodic technical reviews of P2 Plan.

e. Lower Connecticut River Basin Manager

(1) Exercise overall control of Tully Lake personnel who are involved in waste generating activities.

(2) Ensure that pollution prevention is accomplished to acceptable levels.

(3) Coordinate with non-Corps elements (e.g., contractors, State and local regulators, etc.) regarding compliance of contractors and waste generators.

(4) Maintain the P2 Plan on file at Tully Lake.

(5) Program and budget for personnel, materials, equipment, and training required for implementing pollution prevention strategies.

(6) Revise and resubmit the P2 Plan whenever there is a significant change in facility design, construction, operation, or maintenance which affects the facility's waste streams.

(7) Manage preparation and amendments of the Tully Lake P2 Plan.

(8) Review deficiencies and initiatives to improve pollution prevention in the first month of each quarter and follow through to completion.

(9) Ensure that all waste streams at the project are addressed in the P2 Plan.

(10) Perform periodic management actions to verify compliance with the P2 Plan in areas within Tully Lake responsibility. Maintain informal documentation to support inspections and any subsequent program revision.

(11) Prepare and update baselines for hazardous material use and waste generation.

(12) Perform periodic visual surveillance of areas under Tully Lake's responsibility to verify compliance with this plan.

(13) Maintain any special equipment and material used for pollution prevention at the project.

(14) Investigate potential pollution prevention opportunities as changes in waste streams occur.

(15) Coordinate Tully Lake's pollution prevention training programs.

9. FUNCTIONS AND ACTIVITIES

a. Routine Activities. Typical activities at buildings and grounds at Tully Lake include maintenance of flood control facilities, mowing embankments and grounds, debris and sediment removal from the reservoir, and repair of mechanical equipment and structures. These activities require the handling and storage of oil, and other petroleum and chemical products.

These activities are normally contracted out to commercial companies (contractors) who perform the work. Any waste oil generated (e.g., from the use of chain saws, engines, etc.) during their work is disposed of by the contractor. In the case of a contractor's noncompliance with safety and environmental standards, Corps officials have the option of stopping his work and/or seeking compensation from him for expenses incurred in fulfilling safety or environmental obligations.

In situations where waste oil is generated by Tully Lake personnel (e.g., emergency oil change on a Corps-owned

vehicle or piece of equipment), the waste oil is taken to a local garage for disposal.

Tully Lake is registered as a small quantity generator of waste oil with the Environmental Protection Agency (EPA). This registration as a small quantity generator, addresses the issue of generating, handling, and disposing waste oil by project personnel. The project's EPA small quantity generator ID number is MA960009817. The recommended procedure for project personnel to follow when generating waste oil is outlined in the Spill Prevention, Control, and Countermeasure Plan/Spill Contingency Plan (SPCCP/SCP) for Tully Lake which is available on site.

b. Leased Areas. Although currently no land is leased out (outgranted) at Tully Lake, the following provides guidance in the event land is leased in the future. Pollution prevention for lessee facilities and activities on Corps lands are the responsibility of the "lessee," also referred to as the "lease area operator." Where leased areas are mandated by Federal or State Regulations to have and maintain a pollution prevention plan, the lessee will comply with appropriate pollution prevention requirements and State and Federal Regulations.

c. Oil Tanks. Petroleum product storage tanks are listed in Appendix B, "Oil Storage Tank Inventory," which includes tank number, location, capacity, installation date, type, material of construction, fuel-type stored in tank, purpose of fuel or usage, and whether the tank has secondary containment, leak detection, or cathodic protection. Locations of these tanks are shown on figure 5 in Appendix A.

d. Storage Building and Cabinets. All chemical and petroleum products used at Tully Lake are kept in the storage building or in flammable storage cabinets located at the utility building, sign shop, and basin office. The flammable storage cabinets in the utility building and sign shop have a 60 gallon capacity, and the cabinet in the basin office has a 12 gallon capacity. There is a small screened window (1 foot by 6 inches) that provides ventilation to the storage building. A copy of Tully Lake's current chemical inventory is kept in the utility building. In Appendix C of this plan, space is provided for the basin manager to place a copy of the chemical product inventory. Material Safety Data Sheets (MSDS) are kept in a file cabinet in the utility building at Tully Lake. If an MSDS for a product is unavailable, one for a similar product will be used.

Items on the inventory are not considered hazardous as defined under 40 CFR 355.20. This CFR excludes a chemical from being classified as being hazardous if it is "used for personal, family, or household purposes, or is present in the same form and concentration as a product packaged for distribution and use by the general public." All chemicals used at Tully Lake can be defined as such. Under 40 CFR 302, some products on the Tully Lake inventory are considered to include hazardous substances; however, these products are not regarded as hazardous because the amount of hazardous substance(s) in the product is under the reportable quantity (RQ).

Under Massachusetts Regulations which govern hazardous materials (310 CMR 40), the only chemical products at Tully Lake at or over the RQ are diesel fuel, gasoline, parts cleaner, parts cleaner waste, and oils. A list of products stored at Tully Lake is shown in Appendix D1. Reportable quantities for hazardous substances determined by the Massachusetts Department of Environmental Protection are listed in Appendix D2. Space is provided in Appendix D3 to list hazardous substances and their RQs, as defined and tabulated under 40 CFR 302.

e. Waste Streams. Areas at the project where waste streams may be generated are listed below. Also included are the type of waste streams that may be produced.

(1) Areas for receiving material (e.g., utility building, project office, and gatehouse) generate wastes such as packaging materials, damaged containers, spill residue, and fuel oil transfer line leakage.

(2) Storage areas (e.g., storage building and oil storage tanks) may generate wastes in the form of tank bottoms, off-specification and excess materials, spill residue, leaking pumps, valves, pipes, and damaged or empty containers.

(3) Areas where vehicles and equipment are serviced and stored can produce wastes such as solvents, cleaning agents, lubricants, scrap metal, caustics, and acids.

Appendix E contains a list of specific processes that may occur at the project, and associated wastes generated by these processes.

10. JURISDICTION

The Massachusetts Department of Environmental Protection (DEP), Central Region Office (telephone: 508-792-7653), and

the U.S. Environmental Protection Agency, Region I, Boston, Massachusetts (telephone: 617-223-7625), are the State and Federal agency coordinating with Tully Lake personnel regarding pollution prevention.

11. ENVIRONMENTAL REVIEW GUIDE FOR OPERATIONS (ERGO) PROGRAM

Tully Lake complies with Corps policy and is assessed for environmental compliance by an external team every five years. An environmental compliance assessment of the project was conducted by an interdisciplinary team of New England Division environmental professionals (external team) on 7 May 1992. The assessment was conducted as part of the Corps ERGO program, which establishes the use of environmental compliance assessments to ensure compliance with all applicable Federal, State, local, Department of Defense (DOD), and U.S. Army laws and regulations. This facility's next external assessment is scheduled for 1997.

Each year Tully Lake performs a self-assessment of the project's environmental compliance status.

12. SCOPE OF POLLUTION PREVENTION PLAN

The P2 Plan applies to all activities at the project.

Concession, outgrant, and lease area activities are not considered in the Tully Lake P2 Plan; however, all non-Corps activities will be encouraged to implement similar pollution prevention strategies.

13. UPDATE FREQUENCY

The Tully Lake P2 Plan should be updated every five years during the same year as the ERGO external assessment. The next update is scheduled for 1997.

Scheduling of P2 Plan updates at the same time as ERGO assessments leads to improved coordination, preventing duplication of work. The P2 Plan update will address changes in policy and procedures, product substitutions, process changes, and other pertinent information. The review and updating will include a summary of goals met and revised objectives.

14. TRAINING

To implement a successful pollution prevention program, communication and training are crucial to convey up-to-date information, and to foster a pollution prevention ethic that is supported by the entire facility staff. Since 1993 the

Corps has provided information and guidance to Division Environmental Compliance Coordinators (ECCs) on compliance with EO 12856 and other Pollution Prevention Executive Orders and Policy Directives. Headquarters, Environmental Compliance Branch of Operations, Construction and Readiness Division, (CECW-OA) will continue providing information on policy and regulations through the Division ECC, who will forward information to each basin. While there are no specific requirements for pollution prevention training, all facility staff will receive pollution prevention awareness and energy efficiency training. This training may take place during biweekly safety meetings. Technical information on pollution prevention strategies and training opportunities may be obtained from sources outside the Corps such as State EPA Pollution Prevention Coordinators. Additional sources of pollution prevention information can be found in Appendix I.

15. PUBLIC INFORMATION

Executive Order 12856 requires projects and facilities to provide the public with access to their pollution prevention plans and programs. In compliance with this EO, these plans will be maintained onsite for review by the public, EPA, and State regulators; a copy will be provided to regulatory agencies upon request.

16. COORDINATION WITH CONTRACTING AND LOGISTICS DIRECTORATES

In order to comply with pollution prevention requirements, changes in purchasing materials or contracting for services may be necessary. Executive Order 12873 requires that Federal agencies procure products that are environmentally preferable or made with recycled materials. Executive Order 12843 requires that Federal agencies maximize use of alternatives to ozone-depleting substances. Executive Order 12845 requires that new computer purchases meet "Energy Star" efficiency requirements. New requirements will continue to be developed. Technical specifications and General Services Administration (GSA) contracts may not all be up-to-date on these requirements.

The Lower Connecticut River Basin Manager will coordinate closely with the Division Contracting and/or Logistic staff to ensure that all future purchases and disposal actions are not only in compliance with specific requirements, but also support the project and agency goals for pollution prevention.

17. IMPLEMENTATION GUIDANCE

Following are guidelines for management of wastes at the Tully Lake project:

- a. Waste should be reduced at the source whenever possible.
- b. If it is determined that a waste can be recycled, it should be done to the fullest extent possible.
- c. Wherever possible and economically practical, non-toxic/hazardous replacements for hazardous materials should be used.
- d. Storage, disposal, and recycling of wastes should comply with all appropriate Federal, State, local, and U.S. Army Regulations/requirements.
- e. Hazardous waste should be safely controlled, accounted for with an audit trail and chain of custody, and handled in accordance with legal requirements.

For specific management practices of hazardous and non-hazardous wastes, refer to appropriate Federal, State, and local regulations/guidelines.

18. IMPLEMENTATION PLANS

a. Recycling. A comprehensive recycling program should be established at Tully Lake. All wastes should be identified as recyclable or nonrecyclable. To determine which materials are recyclable, refer to the Massachusetts Recycling Services Directory in Appendix H. A list of materials and activities at the project that produce the materials considered recyclable by the MA DEP is listed in Appendix G.

The recycling program shall include wastes generated by public use at Tully Lake. A separate recycling plan that addresses the minimization and recycling of wastes generated by the public may be necessary.

The Recycling Services Directory lists vendors who accept, collect, or purchase recyclable materials in Massachusetts and adjoining States. The recycling program developed at the project should utilize vendors in the directory. All nonrecyclable waste should be disposed of properly.

b. Hazardous and Nonhazardous Wastes. All wastes should be segregated and identified as hazardous or nonhazardous. Waste definitions are shown in Appendix M.

Hazardous and nonhazardous wastes have different disposal requirements (see State Regulations for specific requirements); segregation of wastes will streamline the disposal process.

c. Substitute Products. Project personnel shall purchase and use alternative, nontoxic products in place of hazardous materials where feasible. Substances such as ethylene-glycol antifreeze should be replaced with propylene-glycol antifreeze. Liquid-cell batteries in project vehicles should be replaced with batteries that have a gel-type substance in their cells.

The Defense Logistics Agency (DLA) provides catalogs listing products and their respective alternatives. To order these catalogs or request information on alternative products call DLA at 1-800-345-6333. Appendix J contains a list of various centers within the DLA supplying information on alternative products.

d. Purchasing of Products. Purchase of paints, pesticides, and other hazardous substances should be kept to a minimum, or on an "as needed" basis. Any residual quantity should be disposed of in compliance with Federal and State Regulations.

e. Material Safety Data Sheets (MSDS). MSDS for all inventory products should be kept on file at the project. For products no longer on site, the respective MSDS should be removed from the file. An accurate inventory of products used, location, and quantities on hand shall be kept at the project to assist in managing of MSDS.

f. Paints and Thinners. Presently there is a large supply of paints, stains, and thinners at the project. The Basin Manager will devise a plan for reducing and disposing the surplus in accordance with all appropriate regulations and in an environmentally safe manner. The plan shall establish a specific reduction goal (percentage reduced and by what year).

Paints, stains, and thinners will no longer be "stockpiled" at the project, and will be purchased on an "as needed" basis. Also, where feasible and economically practicable, water-based paints shall be used in replacement of those oil-based.

g. Hazardous Waste Disposal. All hazardous waste should be disposed of through a licensed hauler and sent to a licensed facility. A hazardous waste manifest will accompany all materials, and appropriate record keeping will be maintained. Only project personnel authorized by the Division Commander may sign/execute the manifests. This authorization must be in writing and stating the employee is within the scope of work when executing these documents. All records pertaining to hazardous waste shall be maintained at the project office for three years.